

### Instructions

Review the following steps to complete this questionnaire:

- 1) Answer questions.** Select the appropriate answer to each question. Question specific help text may be available via the  icon. If your answer dictates an explanation, a required text box will become available for you to add further information.
- 2) Add Comments.** You may add question specific comments or attach supporting evidence for your answers by clicking on the  icon next to each question. Once you have saved the comment, the icon will change to the  icon to show that a comment has been added.
- 3) Change the Status.** You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.
- 4) Save/Exit the Questionnaire.** You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

### General Information

<b>Questionnaire ID:</b>	215727	<b>Status :</b>	Submitted to DIR
<b>Due Date:</b>	12/1/2015	<b>Organization Name:</b>	Texas Commission on Fire Protection
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For questions regarding IRDR content, please email [irdr@dir.texas.gov](mailto:irdr@dir.texas.gov) or contact Matthew Kelly at 512-463-0424.

### Part 1- Agency Environment

## Section 1.01 Information Resource Management

<b>1.01.01:</b>	What role does the Information Resources Manager play in development of the Agency Strategic Plan?	Involved in development of agency strategies and how IT can best support those strategies
<b>1.01.01 Other Comments:</b>		
<b>1.01.02:</b>	What role does the Information Resources Manager play in development of the Information Technology Detail and the Legislative Appropriations Request?	Technology Detail and the Legislative Appropriations Request?
<b>1.01.02 Other Comments:</b>		
<b>1.01.03:</b>	Does the agency develop a technology roadmap/tactical plan in addition to the Technology Resources Plan portion of the Agency Strategic Plan?	In Planning
<b>1.01.04:</b>	Describe current technology collaborations with other agencies, institutions of higher education, or local governments.	The agency is currently in the process of automating data exchange with the Comptroller's office.
<b>1.01.05:</b>	How many high-value datasets has your agency identified?	
<b>1.01.06:</b>	Does the agency stream audio or video of board meetings on the internet?	No, but plan to stream board meetings in the future
<b>1.01.07:</b>	Does the agency allow board members to virtually participate in board meetings?	Yes, audio only
<b>1.01.08:</b>	Does your agency provide veteran's-related services or benefits?	No
<b>1.01.08a:</b>	Are your agency's veteran's-related services or benefits referenced or described on the Texas Veterans Portal?	N/A
<b>1.01.09:</b>	How does the agency plan to deliver or obtain IT services over the next three years? Choose all that apply.	Expand existing IT shared services model Expand existing managed services model Increase IT staff
<b>1.01.10:</b>	Has the agency implemented a mobile application?	No
<b>1.01.10a:</b>	How was the mobile application(s) developed?	N/A
<b>1.01.10a Other Comments:</b>		
<b>1.01.11:</b>	For which of the following categories does the agency evaluate maturity levels? Check all that apply.	Accessibility COOP/DR Data Management/analytics Information Security Strategic Planning
<b>1.01.11 Other Comments:</b>		
<b>1.01.12:</b>	What is the status of application portfolio management within the agency?	In progress of implementing application portfolio management
<b>1.01.13:</b>	What is the status of a plan to remediate unsupported software in the agency?	Implemented
<b>1.01.13a:</b>	Briefly describe the agency's approach to unsupported software remediation.	Upgrade or replace with supported software
<b>1.01.14 :</b>	OPTIONAL. Enter any additional comments related to Information Resources Management	

## Section 1.02 Information Security

<b>1.02.01:</b>	Does the Information Security Officer have additional job titles/responsibilities?	Yes
<b>1.02.02:</b>	To whom does the ISO report in the agency?	Information Resources Manager
<b>1.02.02 Other Comments:</b>		
<b>1.02.03:</b>	Who in the agency is primarily responsible for setting security policy?	Information Resources Manager
<b>1.02.03 Other Comments:</b>		
<b>1.02.04:</b>	Who in the agency is primarily responsible for acceptance or mitigation decisions regarding agency security risks?	Information Resources Manager
<b>1.02.04 Other Comments:</b>		
<b>1.02.05:</b>	Who in the agency is primarily responsible for reviewing/approving projects for security features?	Information Resources Manager
<b>1.02.05 Other Comments:</b>		
<b>1.02.06:</b>	Who in the agency is primarily responsible for analyzing agency security risks?	Information Security Officer
<b>1.02.06 Other Comments:</b>		
<b>1.02.07:</b>	Who in the agency is primarily responsible for determining budget requirements to address security risks?	Information Resources Manager
<b>1.02.07 Other Comments:</b>		
<b>1.02.08:</b>	Who in the agency is primarily responsible for enforcing security policy?	Information Security Officer
<b>1.02.08 Other Comments:</b>		
<b>1.02.09:</b>	Who in the agency is primarily responsible for ensuring compliance with security policy?	Information Resources Manager
<b>1.02.09 Others Comments:</b>		
<b>1.02.10:</b>	Who in the agency is primarily responsible for addressing shortcomings of the security policy?	Information Resources Manager
<b>1.02.10 Other Comments:</b>		
<b>1.02.11:</b>	Who in the agency is primarily responsible for identifying cyber security violations?	Information Security Officer
<b>1.02.11 Other Comments:</b>		
<b>1.02.12:</b>	How many dedicated (100% of time or full-time) security professionals does the agency employ? Enter a number.	0
<b>1.02.13:</b>	Is security funding set by analyzing risks and determining the appropriate investment needed to address the risks?	Yes
<b>1.02.14:</b>	Does the agency budget include security-specific funding levels as a percentage of either the overall agency budget or the technology budget?	No
<b>1.02.15:</b>	Does the agency budget include line item for security training and/or education?	No
<b>1.02.16:</b>	What is the agency security funding as a percentage of overall information technology funding?	1% to 3%

<b>1.02.17:</b>	Characterize the year-over-year trending in your security budget for FY2015 and FY2016.	Increase of 1-5%
<b>1.02.18:</b>	What are the other sources of additional funding for security (other than your security budget)? Choose all that apply.	Risk management function
<b>1.02.18 Other Comments:</b>		
<b>1.02.19:</b>	Does the agency have a policy that addresses the use of non-agency-issued high capacity detachable storage devices, such as USB thumb drives and portable hard drives?	Policy in place
<b>1.02.20:</b>	Does the agency have a policy that addresses the use of non-agency-owned personal electronic devices, such as home computers, laptops and smartphones on the agency network?	Policy in place
<b>1.02.21:</b>	Does the agency have a policy that addresses the storage of agency data on non-agency-owned personal electronic devices, such as home computers, laptops and smartphones?	Policy in place
<b>1.02.22:</b>	Is information security awareness training delivered to all employees and contractors?	Currently in place
<b>1.02.23:</b>	What are your agency's top five security initiatives for the biennium? Choose up to five.	Security strategy Data protection Security training and awareness Application security Disaster recovery
<b>1.02.23 Other Comments:</b>		
<b>1.02.24:</b>	What are the largest barriers your agency faces in addressing security? (select up to three)	Lack of sufficient funding Emerging technologies
<b>1.02.24 Other Comments:</b>		
<b>1.02.25:</b>	OPTIONAL. Enter any additional comments related to Information Security.	

## Section 1.03 Accessibility

<b>1.03.01:</b>	Has your agency participated in the state's free website accessibility scanning program?	Yes
<b>1.03.01a:</b>	If not, which of the following best describes why?	N/A
<b>1.03.01a Other Comments:</b>		
<b>1.03.02:</b>	Does the agency test new and changed agency web pages and website designs for accessibility compliance?	Yes - all pages
<b>1.03.02a:</b>	How does the agency test new and changed agency web page/site designs for accessibility compliance? Choose all that apply.	Manual testing is performed during development of new pages Manual testing is performed before deploying changed pages Automated testing is performed on live web pages Manual testing is performed at key checkpoints in the contracting and procurement process Manual or automated testing is performed when a problem is identified
<b>1.03.02b:</b>	What percentage of the agency's externally facing web pages are in full compliance with state accessibility requirements, 1 TAC 206 and 213?	90-99%
<b>1.03.03:</b>	Does the agency test new and changed agency web-based applications for accessibility compliance?	Yes - all pages
<b>1.03.03a:</b>	How does the agency test new and changed agency web-based applications for accessibility compliance? Choose all that apply.	Manual testing is performed during application development Manual testing is performed before deploying changes Manual testing is performed at key checkpoints in the contracting and procurement process Manual testing is performed during scheduled review cycles Manual testing is performed when a problem is identified
<b>1.03.03a Other Comments:</b>		
<b>1.03.03b:</b>	What percentage of the agency's externally web- based applications, are in full compliance with state accessibility requirements, 1 TAC 206 and 213?	90-99%
<b>1.03.04:</b>	Does the agency document results of accessibility compliance testing?	Yes - sometimes
<b>1.03.05:</b>	What types of challenges has the agency faced when attempting to achieve compliance with state accessibility requirements? Choose all that apply.	Insufficient budget for staff, training, or technology
<b>1.03.05 Other Comments:</b>		
<b>1.03.06:</b>	OPTIONAL. Enter any additional comments related to Accessibility	

## Section 1.04 Continuity of Operations

<b>1.04.01:</b>	Has the agency implemented remote working solutions to support alternative workplace arrangements?	Implemented
<b>1.04.01a:</b>	Briefly describe the agency's remote working solutions policy, the extent of use, and an assessment of its effectiveness if one is performed.	Remote working solution policy includes both work-from-home and alternative workplace options. This is achieved via VPN technologies. Agency remote solutions users have expressed satisfaction with implementation.
<b>1.04.02:</b>	Does the agency incorporate work-from-home or alternative workplace arrangements in its continuity of operations or business continuity plans, related to potential scenarios which could limit the use of central facilities?	Yes, plan includes both work-from-home and alternative workplace options
<b>1.04.03:</b>	Does the agency maintain a written disaster recovery plan for information resources in support of its Continuity of Operations Plan (COOP) or Business Continuity Plan (BCP)?	Yes, implemented
<b>1.04.03a:</b>	Has the agency's COOP or BCP been revised or updated in the last 12 months?	Yes
<b>1.04.03b:</b>	Has the agency COOP or BCP been tested in the last 12 months?	No
<b>1.04.04:</b>	OPTIONAL. Enter any additional comments related to Continuity of Operations	

## Section 1.05 Electronic Records Management

<b>1.05.01:</b>	Does the agency adhere to a preservation plan for ensuring information it stores in digital form is usable for its full retention period?	Yes
<b>1.05.01a:</b>	Which digital preservation techniques are used in the agency? Choose all that apply.	Technology preservation (retain hardware and software used to create and access content) Content migration (move content from old storage platform, media, and format technology to new) Print to paper
<b>1.05.01a Other Comments:</b>		
<b>1.05.02:</b>	Does the agency's information technology planning process specifically include planning and budgeting for hardware and software upgrades for long-term preservation of digital content?	In planning
<b>1.05.03:</b>	Does the agency's information technology planning process specifically include planning and budgeting for content transfer for long-term preservation of digital content?	In planning
<b>1.05.04:</b>	Does the agency's information technology planning process specifically include planning and budgeting for personnel costs for long-term preservation of digital content?	In planning
<b>1.05.05:</b>	Does the agency have an enterprise content management system?	In planning
<b>1.05.05a:</b>	Does the agency classify and apply retention schedules to document using the content management system?	N/A
<b>1.05.06:</b>	OPTIONAL: Enter any additional comments related to the Electronic Records Management	

## Section 1.06 Contracting

1.06.01:	When purchasing desktop and laptop computers, does the agency plan to take advantage of the discounted standard configurations available through the Cooperative Contracts Program?	Yes, most or all of the time
1.06.01a:	What factors keep the agency from procuring standard desktop/laptop configurations at reduced cost? Choose all that apply.	N/A
1.06.01a Other Comments:		
1.06.02:	Does the agency attempt to negotiate a lower price when procuring technology goods and services through the DIR Cooperative Contracts program?	Yes, sometimes
1.06.03:	How many Automated Information System (AIS) procurements , as defined by Government Code 2157.001, that will exceed \$1 million does your agency plan to make in FY16-17?	Less than 5
1.06.04:	How many Statements of Work does the agency anticipate submitting between December 1, 2015 and January 1, 2016?	Less than 50
1.06.04 Other Comments:		
1.06.05:	How many Statements of Work does the agency anticipate submitting to DIR for FY 16-17?	Less than 50
1.06.05 Other Comments:		
1.06.06:	What products or services would you like to see on DIR Cooperative Contract?	
1.06.07:	OPTIONAL. Enter any additional comments related to Contracting	

## Section 1.07 Hardware/Software Environment

1.07.01:	<b>For each category of end-user computing device, what is the approximate number of devices used in the agency? Enter a number.</b>	
	Desktops, owned	20
1.07.02:	Desktops, leased or seat-managed	0
1.07.03:	Laptops, owned	24
1.07.04:	Laptops, leased or seat managed	0
1.07.05:	Tablet computers	13
1.07.06:	Smartphones	11
1.07.07:	Basic cell phones	0
1.07.08:	Printers, network and dedicated	18
1.07.09:	<b>For each category of end-user computing device, what is the planned refresh cycle? Select one of the following: "1 year," "2 years," "3 years," "4 years", "5 years," "6+ years."</b>	
	Desktops, owned	4 Years
1.07.10:	Desktops, leased or seat-managed	4 Years
1.07.11:	Laptops, owned	4 Years
1.07.12:	Laptops, leased or seat managed	4 Years
1.07.13:	Tablet computers	5 Years
1.07.14:	Smartphones	3 Years
1.07.15:	Basic cell phones	4 Years

<b>1.07.16:</b>	Printers, network and dedicated	5 Years
<b>1.07.17:</b>	What is the approximate average age of desktops and laptops currently in use by the agency?	3 years
<b>1.07.18:</b>	What is the approximate age of the oldest desktops or laptops currently in use by the agency?	5 years
<b>1.07.19:</b>	What is the agency's current primary client operating system?	Microsoft Windows 7
<b>1.07.19 Other Comments:</b>		
<b>1.07.20:</b>	If the agency is planning or considering migration to a newer primary client operating system in 2016 or 2017, which will it be?	No migration is currently planned or considered
<b>1.07.20 Other Comments:</b>		
<b>1.07.21:</b>	What is the agency's current primary client office productivity suite?	Microsoft Office 2007
<b>1.07.21 Other Comments:</b>		
<b>1.07.22:</b>	If the agency is planning or considering upgrade to a newer office productivity suite in FY 2016 or FY 2017, which will it be?	Microsoft Office 2016
<b>1.07.22 Other Comments:</b>		
<b>1.07.23(1):</b>	How many physical hardware hosts exist in the agency's virtualized server environment?	4
<b>1.07.24(1):</b>	How many virtual server instances exist in the angency's virtualized server environment? Enter a number only.	40
<b>1.07.25 (1):</b>	How many physical server instances exist in the agency's non-virtualized server environment	3
<b>1.07.26:</b>	What is the refresh cycle for physical servers managed by the agency?	5 years
<b>1.07.27:</b>	What is the approximate average age of servers currently managed by the agency?	2 years
<b>1.07.28:</b>	What is the approximate age of the oldest servers currently managed by the agency?	5 years
<b>1.07.29:</b>	If answer to this question is zero, skip 1.07.29a	
	How many mainframe computers does the agency operate? Enter a number only.	0
<b>1.07.29a:</b>	How many total LPARS are configured across these mainframes? Enter a number only.	0
<b>1.07.30:</b>	In which of the following application categories does or will the agency leverage cloud services? Choose all that apply.	Office productivity software- Collaboration and planning tools
<b>1.07.30 Other Comments:</b>		
<b>1.07.31:</b>	In which of these categories does the agency use open source software? Choose all that apply.	Database server Client operating system Server operating system
<b>1.07.31 Other Comments:</b>		
<b>1.07.31a:</b>	Does the agency contribute in any way to the open source community?	No
<b>1.07.32:</b>	What is the status of deployment of desktop virtualization in the agency?	No plan
<b>1.07.33:</b>	What is the status of deployment of server virtualization in the agency?	Currently using

<b>1.07.34:</b>	What is the status of agency support for IPv6?	Complete
<b>1.07.35:</b>	Does the agency leverage Single Sign On capability?	Considering
<b>1.07.36:</b>	OPTIONAL. Enter any additional comments related to Hardware/Software Environment	

### Section 1.08 e-Learning

<b>1.08.01:</b>	What types of technology are used in training programs provided by the agency? Choose all that apply.	Recording available on YouTube Recording available via podcasting Live broadcast via webinar
<b>1.08.01 Other Comments:</b>		
<b>1.08.02:</b>	Does the agency have a Learning Management System (LMS)?	No
<b>1.08.02 Version Name:</b>		
<b>1.08.02a:</b>	Does the primary LMS integrate with a current human resource management or enterprise resource planning system?	N/A
<b>1.08.03:</b>	Does the agency utilize IT-based personnel training/learning toolsets? Choose all that apply.	Online training presentation, in-house
<b>1.08.03 Other Comments:</b>		
<b>1.08.04:</b>	OPTIONAL. Enter any additional comments related to E-Learning	

## Section 1.09 Geographic Information Systems

<b>1.09.01:</b>	Does any part of the agency use geographic information systems (GIS) technology?	No
<b>1.09.02:</b>	Does any part of the agency develop or maintain geospatial information/data?	N/A
<b>1.09.03:</b>	Which of the following best describes the agency's GIS licensing environment?	N/A
<b>1.09.03a:</b>	What GIS software do you use? Choose all that apply.	N/A
<b>1.09.03a Comments:</b>		
<b>1.09.04:</b>	What spatial database platform does the agency use or plan to use? Choose all that apply.	N/A
<b>1.09.04 Other Comments:</b>		
<b>1.09.05:</b>	Does the agency provide public access to those geospatial datasets it develops or enhances? Choose all that apply.	N/A
<b>1.09.05 Comments:</b>		
<b>1.09.06:</b>	Does the agency deploy one or more GIS web map services?	N/A
<b>1.09.06a:</b>	What GIS web service environment does the agency use or plan to use? Choose all that apply.	N/A
<b>1.09.06a Other Comments:</b>		
<b>1.09.07:</b>	How interested would the agency be in using the enterprise GIS imagery offering through the state data center that allows any state agency to access statewide high resolution aerial imagery hosted from the Google Cloud Platform?  For more information on the DCS Google imagery offering visit: <a href="https://tnris.org/texas-google-imagery/">https://tnris.org/texas-google-imagery/</a>	
<b>1.09.08:</b>	OPTIONAL. Enter any additional comments related to Geographic Information Systems	

## Section 1.10 Legacy Applications

<b>1.10.01:</b>	Based on the assumption that security is always a factor, what are the main legacy applications issues facing the agency? Choose up to three.	Software maintenance upgrades - limited or unavailable  Extensibility, adaptability, agility - inability to enhance or revise  Documentation - non-existent or out-of-date
<b>1.10.01 Other Comments:</b>		
<b>1.10.02:</b>	OPTIONAL. Enter any additional comments related to Legacy Applications	

## Section 1.11 Project Delivery

<b>1.11.01:</b>	How often does your agency review and update project management processes and procedures to ensure continuous process improvement?	Annually
<b>1.11.01 Other Comments:</b>		
<b>1.11.02:</b>	What is the status of implementing a standard project management methodology for technology projects in the agency?	Implementation in progress
<b>1.11.02a:</b>	Does the project management methodology verify that project risks are continually identified and managed?	No
<b>1.11.02b:</b>	Has the agency implemented a methodology that integrates contract management and project management practices?	Not implemented and not planned
<b>1.11.03:</b>	Has the agency implemented a project classification method for technology projects?	Implementation in progress
<b>1.11.04:</b>	What is the status of implementing a standard system development life cycle (SDLC) methodology in the agency?	Implementation in progress
<b>1.11.04a:</b>	Does (or will) the agency's SDLC methodology incorporate the Texas Project Delivery Framework SDLC tools and guidelines?	Partial
<b>1.11.05:</b>	Does the agency voluntarily use the Texas Project Delivery Framework for non-major IR projects?	Yes, for some non-major IR projects
	Answer yes even if the agency uses only some parts of the Framework for non-major IR projects.	
<b>1.11.06(1):</b>	Describe any recommendations or feedback associated with use of the framework templates and instructions.	The Framework seems most appropriate for very large projects. For small technology deployments it is helpful but somewhat excessive. An online tool for entering information would be helpful, particularly in areas where the same information is used across the Framework components.
<b>1.11.07:</b>	Does the agency use the Texas Project Delivery Framework for non-IR projects?	No, Framework is not being used for non-IR projects
	Answer yes even if the agency uses only some parts of the Framework for non-IR projects.	
<b>1.11.08:</b>	OPTIONAL. Enter any additional comments related to Project Delivery	

## Section 1.12 Digital Services

<b>1.12.01:</b>	Does the agency currently collect, or would it be interested in collecting, online fees, fines or payments via credit card or automated bank draft (ACH)?	Agency currently uses Texas.gov for this service
<b>1.12.02:</b>	Does the agency currently offer or accept online applications or forms that can be filled in and transferred to the agency over the Internet?	Yes
<b>1.12.02a:</b>	Does the agency require a mailed copy of the application or form with a signature?	No
<b>1.12.03:</b>	Who manages the agency's primary e-mail service?	Outsourced or managed service
<b>1.12.04:</b>	OPTIONAL. Enter any additional comments related to Digital Services	

### Section 1.13 Shared Networks

<b>1.13.01:</b>	How often does the agency use TEX-AN contracts for purchasing telecommunications services?	Always
<b>1.13.02:</b>	In FY 2016-17, by how much does the agency expect its bandwidth needs to increase?	51% - 100%
<b>1.13.02 Other Comments:</b>		
<b>1.13.03:</b>	In FY2016-17, by how much does the agency expect its storage capacity needs to increase?	51% - 100%
<b>1.13.03 Other Comments:</b>		
<b>1.13.04:</b>	Does your the agency have a video exchange service that allows the agency to use telephone style dialing for videoconferencing services?	No, and no plans to use a video exchange service
<b>1.13.04a:</b>	How would you the agency prefer to receive your the video exchange service, i.e. telephone style dialing for videoconferencing services?	
<b>1.13.05:</b>	Has the agency implemented the Texas.gov domain for its website?	Yes
<b>1.13.06:</b>	Has the agency implemented the Texas.gov domain for its email system?	Yes
<b>1.13.07:</b>	If the agency has one or more distinct federal (.gov) domains, list them here.	
<b>1.13.08:</b>	What is the Status of consideration for the following categories of managed services? For each category, indicate consideration status as "Currently using a managed service," "Actively considering a managed service," "Maybe in the future," or "Not considering a managed service."	
	Remote workplace solutions	Not considering a managed service
<b>1.13.09:</b>	Radio interoperability services	Not considering a managed service
<b>1.13.10:</b>	Help desk services	Maybe in the future
<b>1.13.11:</b>	Video conferencing services	Not considering a managed service
<b>1.13.12:</b>	Video exchange services	Not considering a managed service
<b>1.13.13:</b>	Information/network services	Maybe in the future
<b>1.13.14:</b>	Cybersecurity services	Currently using a managed service
<b>1.13.15:</b>	OPTIONAL. Enter any additional comments related to Shared Networks	

### Section 1.14 Data Management

<b>1.14.01:</b>	Does the agency have an employee whose primary duty is to manage the agency's data (e.g. chief data officer or data coordinator)?	No
<b>1.14.02:</b>	Does your agency have a master data management plan that governs the collection, use, and disposal of your data?	Yes
<b>1.14.03:</b>	Does the agency have formal data classification policies and procedures?	Yes
<b>1.14.04:</b>	Is the agency currently sharing data with another governmental entity?	Yes
<b>1.14.05:</b>	What is the current status of deployment of business intelligence/analytics within the agency?	Agency has some capabilities
<b>1.14.06:</b>	Approximately how many public information requests (PIR) for datasets did the agency receive in the last year?	25
<b>1.14.07:</b>	OPTIONAL. Enter any additional comments relating to Data Management	

## Part 2 Guidance Information

Agencies should review technology-related statutes and rules referenced in Part 2 and identify the status of compliance with each requirement. DIR will use agency responses to identify and evaluate the extent to which agencies, and the state as a whole, are complying with key statutes and rules related to information resources.

*For each requirement, choose the answer that best represents the agency's current compliance status. In most cases, the two allowed answers are:*

- 1. In compliance.** *The agency has fully implemented the requirement.*
- 2. Not in compliance.** *The agency has not fully implemented the requirement as of the due date of IRDR submission (December 1, 2015). The agency may be actively working toward compliance, but it is the status as of December 1 that should be reported.*

### Section 2.01 Security

<b>2.01.01:</b>	Each agency must have annual reviews of their security program for compliance with the 1 TAC 202 Security Standards.	In compliance
<b>2.01.02:</b>	Each agency must perform and document an annual assessment of High Risk information resources, and a biennial assessment of Medium/Low Risk information resources.	In compliance
<b>2.01.03:</b>	All authorized users of agency information resources must be required to formally acknowledge that they will comply with security policies and procedures before they are granted access to information systems.	In compliance
<b>2.01.04:</b>	Each agency must use the network security services provided through DIR's NSOC when possible and may not purchase network security services unless DIR cannot provide them at a comparable cost.	In compliance
<b>2.01.05:</b>	Each agency must remove restricted personal information from any associated storage device before selling or transferring data processing equipment to a person who is not a state agency or other agent of the state.	In compliance
<b>2.01.06:</b>	Each agency must designate an information security officer.	In compliance
<b>2.01.07:</b>	Each agency must utilize the DIR monthly security incident reporting system.	In compliance

## Section 2.02 State Websites

<b>2.02.01:</b>	Each agency must comply with all state website accessibility standards and provisions as defined in 1 TAC 206.50 or 1TAC 206.70.	In compliance
<b>2.02.02:</b>	Each agency must publish a privacy policy notice on its homepage or Site Policy page, and on key public entry points, addressing all listed standards in 1 TAC 206(c).	In compliance
<b>2.02.03:</b>	Each agency that has a website that requires user identification must conduct a transaction risk assessment and implement appropriate privacy and security safeguards prior to providing access to information services on the site.	In compliance
<b>2.02.04:</b>	A web page containing a form that requests information from the public must have a link to the associated privacy and security policy notice.	In compliance
<b>2.02.05:</b>	Each agency must comply with listed standards related to linking to, using, or copying information from agency websites, and protecting the personal information of the public who access agency information through agency websites.	In compliance
<b>2.02.06:</b>	All key public entry points must comply with listed standards applicable to linking to agency websites as required by 1 TAC 206.53.	In compliance
<b>2.02.07:</b>	A state agency that posts a high-value data set on its website shall provide DIR with information needed to post a link to the high-value dataset on Texas.gov.	In compliance
<b>2.02.08:</b>	<a href="#">See 1 TAC Sections 206.56, 206.76</a>	
	Question 2.02.08 applies to agencies with 1,500 or more employees. If your agency has less than 1,500 employees, select "in compliance."	
	Each agency must comply with suggestions for agency cost savings provisions as defined in 1 TAC 206.56 or 1 TAC 206.76.	In compliance

## Section 2.03 EIR Accessibility

<b>2.03.01:</b>	Each agency must comply with all listed accessibility standards for products and services as defined in 1 TAC 213.10 through 1 TAC 213.16 or 1 TAC 213.30 through 1 TAC 213.36.	In compliance, without the use of accessibility exceptions
<b>2.03.02:</b>	Each agency must comply with all Accessibility Compliance Exceptions and Exemptions provisions as defined in 1 TAC 213.17(1) through 1 TAC 213.17(4) or 1 TAC 213.37(1) through 1 TAC 213.37(4).	In compliance
<b>2.03.03:</b>	Each agency must comply with Accessibility Procurement provisions 1 TAC 213.18(b) through 1 TAC 213.18(g) or 1 TAC 213.38(b) through 1 TAC 213.38(g).	In compliance
<b>2.03.04:</b>	Each agency must comply with Accessibility Training and Technical Assistance provision 1 TAC 213.19(b) or 1 TAC 213.39(b).	In compliance
<b>2.03.05:</b>	Each agency must comply with Accessibility Survey and Reporting Requirements provision 1 TAC 213.20(b) or 1 TAC 213.40(b).	In compliance
<b>2.03.06:</b>	Each agency must comply with all EIR Accessibility Policy and Coordinators provisions 1 TAC 213.21(b) through 1 TAC 213.21(f) or 1 TAC 213.41(b) through 1 TAC 213.41(f).	In compliance

## Section 2.04 Geographic Information Systems

<b>2.04.01:</b>	If the agency originates or adds content to a digital geospatial dataset and distributes it to other agencies or the public, it must offer the dataset in at least one format that is readily usable by a variety of GIS software packages.	No geospatial datasets are distributed by the agency
<b>2.04.02:</b>	If the agency acquires a federal or other public domain geospatial dataset, it must make it available to other agencies and the public via the agency's website and/or the Texas Natural Resources Information System.	No public domain geospatial datasets are acquired by the agency
<b>2.04.03:</b>	If the agency originates or adds content to a digital geospatial dataset and distributes it to other agencies or the public, it must prepare standardized metadata documentation for each dataset, and distribute this metadata with the dataset.	No geospatial datasets are distributed by the agency

## Section 2.05 Electronic Records Management

<b>2.05.01:</b>	Each agency must meet the minimum general requirements for the management of all electronic state records as defined by 13 TAC 6.92.	In compliance
<b>2.05.02:</b>	Each agency must meet the minimum requirements for the creation of all electronic state records as defined by 13 TAC 6.93.	In compliance
<b>2.05.03:</b>	Each agency must meet the minimum requirements for the retention of all electronic state records as defined by 13 TAC 6.94.	In compliance
<b>2.05.04:</b>	Each agency must meet the minimum requirements for the final disposition of all electronic state records as defined by 13 TAC 6.95.	In compliance
<b>2.05.05:</b>	Each agency must meet the minimum requirements for the maintenance of electronic storage media for all electronic state records as defined by 13 TAC 6.96.	In compliance
<b>2.05.06:</b>	Each agency must meet the minimum requirements for the management of all electronic transactions and signed records as defined by 13 TAC 6.97.	In compliance
<b>2.05.07:</b>	Each agency must ensure that electronic records in its custody that are archival state records or that need archival review are properly preserved.	In compliance

## Section 2.06 Additional Standards

<b>2.06.01:</b>	Each agency shall provide that its information resources manager is part of the agency's executive management and reports directly to a person with a title functionally equivalent to executive director or deputy executive director.	In compliance
<b>2.06.02:</b>	Each agency's IRM shall meet or exceed the IRM continuing education requirements.	In compliance
<b>2.06.03:</b>	The agency shall institute, approve, and publish an operating procedure that communicates an agency-wide approach for information technology project management practices, meeting listed standards.	In compliance
<b>2.06.04:</b>	The agency shall satisfy all requirements of the Texas Project Delivery Framework for every major information resources project.	In compliance
<b>2.06.05:</b>	The agency shall satisfy all requirements of the Texas Project Delivery Framework for major contracts.	In compliance
<b>2.06.06:</b>	Unless it is an institution of higher education, each agency must purchase IT commodity items in accordance with the IT commodity purchasing program guidelines	In compliance
<b>2.06.07:</b>	If the agency receives information resources technologies under a contract from another state entity, it must solicit public bids or proposals for the procurement of such technologies.	The agency does not receive IR technologies under contract from another state entity
<b>2.06.08:</b>	A state agency that owns, licenses, or maintains computerized data that includes sensitive personal information shall comply, in the event of a breach of system security, with the notification requirements of Section 521.053, Business and Commerce Code.	No breach of sensitive personal information has occurred since September 1, 2009
<b>2.06.09:</b>	If the agency holds an open or closed meeting by video conference call, the systems used must comply with the approved standards.	No agency meetings are held by video conference call

## Part 3- Alignment with State Strategic Plan

### Section 3.01 Alignment with State Technology Initiatives 2016-2020

<b>Alignment with State Technology Initiatives:</b>	Moderate alignment:Cloud Services Significant alignment:Connectivity Significant alignment:Continuity of Operations N/A to my organization:Data Analytics Significant alignment:Data Management & Governance Moderate alignment:Digital Services Minor alignment:Internet of Things Moderate alignment:IT Funding Moderate alignment:IT Planning and Governance Minor alignment:IT Workforce Moderate alignment:Legacy Modernization Minor alignment:Mobile Applications Minor alignment:Open Data Significant alignment:Security Minor alignment:Shared Services
<b>3.01 N/A Comments:</b>	Please enter specific information if you selected N/A for an option.

### Section 3.02 Progress toward 2014-2018 State Strategic Plan Priorities

<b>Progress Toward Continuing Priorities:</b>	Significant progress:Business Continuity Moderate progress:Cloud Services Significant progress:Data Management Minor progress:Enterprise Planning and Collaboration Minor progress:IT Workforce Moderate progress:Legacy Modernization Moderate progress:Mobility Moderate progress:Network Significant progress:Security and Privacy Significant progress:Virtualization
<b>3.02 N/A Comments:</b>	

## Part 4-Major DB and Applications

### Part 4 Attachments

Each agency should have received a template (Part 3 from 2011 IRDR) to fill in the requested information about the agency's major databases and applications. If your agency did not receive this template, or if you need to request another copy, please email [irdr@dir.texas.gov](mailto:irdr@dir.texas.gov) with your request."

Upload major databases and applications inventory spreadsheets. (Updated from 2011 IRDR)

2015 IRDR Part 4.xlsx

## Part 5-IT Topics Maturity Evaluation

### Part 5 Guidance Information

**Part 5 is a new portion of the IRDR that is intended to be voluntary and evaluate a few topics of interest within the information technology community today. Your agency's participation is appreciated. For questions 5.01.01-5.03.01, indicate the extent to which you agree/disagree with the following statements (1-5 strongly disagree-strongly agree)**

- 1- strongly disagree**
- 2- disagree**
- 3- neutral**
- 4- agree**
- 5- strongly agree**

### Section 5.01

<b>Data Management Evaluation:</b>	Strongly agree:Our data are accessible to those who need it
	Strongly agree:Our data are collected for a purpose
	Agree:Our data are of the right quality/are clean
	Neutral:Our data are standardized to support comparisons across agencies
	Agree:Our data are standardized to support comparisons across areas within the agency
	Disagree:Our data are “siloe”; we have pockets of individuals who protect their data
	Strongly agree:Our data, reports, and processes are repeatable
	Strongly agree:Reports are in the right format and show the right data to inform decisions
	Agree:The data used for reporting and making decisions are current/reviewed periodically for accuracy
	Neutral:We eliminate data that are beyond the scheduled retention period, and no longer has value to the organization
	Agree:We have policies that specify rights and privileges regarding access to organizational and individual data
	Strongly agree:We have sufficient capacity to store, manage, and analyze increasingly large volumes of data
	Agree:We have the right kinds of data
Neutral:We have the right tools or software for analytics	

## Section 5.02

### Mobile Development Evaluation:

Neutral:Our current developers have existing knowledge of mobile development tools and programming languages

Agree:Our mobile strategy was developed in conjunction with IT and business leaders

Neutral:Our website has responsive design

Agree:There is a significant demand for a mobile application from our end users

Neutral:There is a thorough understanding of the intended end-users' needs

Neutral:We follow a standard methodology for mobile app development (SDLC, agile, etc...)

Neutral:We have an enterprise mobile strategy and roadmap

Neutral:We have governance structures made up of key stakeholders to guide the business, technology, and investment decisions around mobile engagement

Neutral:We have metrics that communicate progress and success regarding mobile engagement

Neutral:We have successfully deployed one or more mobile applications in the past

Strongly disagree:We monitor the number of mobile devices accessing our network

Neutral:We take mobility into account in our security program

## Section 5.03

**5.03:** OPTIONAL. Enter any additional comments related to Optional Topics Evaluation

## Findings/Remediation Plans

Finding ID	Finding	Status	Category	Remediation Plans
No Records Found				

## Quantitative Summary

**All Findings:** 0